

**MINUTES OF THE MEETING OF THE
Irby/Finance Committee of the Board of Directors of the Louisiana State Museum
Tuesday, June 14, 2022
10:30 am**

Members Present: Wendy Lodrig, Melissa Steiner, Suzie Terrell, Jay Batt, Ro Brown, Madlyn Bagneris

Members Absent: Thelma French, Ken Pickering

LSM Staff Present: Anna Cahill, Yvonne Mack, Michael McKnight

A quorum was present.

- I. Call to order**
Wendy Lodrig called the meeting to order at 10:33am.
- II. Adoption of the Agenda**
Melissa Steiner made a motion to adopt the agenda. Jay Batt seconded the motion and it was unanimously approved.
- III. Adoption of Minutes from Irby/Finance Committee of the Louisiana State Museum Board of Directors Meeting held May 2, 2022.**
Jay Batt made a motion to adopt the Minutes. Melissa Steiner seconded the motion and it was unanimously approved.
- IV. Lower Pontalba Building Dashboard**
Yvonne Mack reviewed the updated dashboard document with the Committee.
- V. 521 St. Ann Presentations**
Two potential tenants made presentations for the 521 St. Ann commercial space. Waffle Time and ShoeBeDo both presented and there was a brief question and answer for each potential tenant. Melissa Steiner made a motion to delay a decision on choosing a tenant for 521 St. Ann commercial space until June 20. This is the deadline for the ongoing negotiations with Columns on the Square for the 529 St. Ann commercial space. Madlyn Bagneris seconded the motion and it was unanimously approved.
Wendy Lodrig announced the next Irby Committee meeting would take place on June 22, 2022 to address the award of the 521 St. Ann space.
- VI. 507 St. Ann and 517 St. Ann Lease Application Timeline**
Wendy Lodrig presented a potential timeline for the upcoming lease expirations of 507 St. Ann and 517 St. Ann commercial spaces. Melissa Steiner made a motion to move forward with the timeline as presented. Ro Brown seconded the motion and it was unanimously approved.
- VII. Policy and Procedures Manual**

Wendy Lodrig reminded the committee that updates are being made to the manual by staff. She requested that the first draft be presented at the August 30, 2022 Irby Committee meeting.

VIII. Update from Dr. McKnight

- A. **Irby Manager Position** – Dr. McKnight notified the committee that he intends to have the position filled on July 1, 2022. This is the start of the new fiscal year. He also notified the Board that the person hired to fill this position will work on the Irby Policy and Procedure Manual.
- B. **Review Draft Irby Budget for 2022-2023** – Yvonne Mack presented the current Irby Budget. Jay Batt made a motion to accept the budget as presented. Madlyn Bagneris seconded the motion and it was unanimously approved.

IX. Update Bank Card

Yvonne Mack notified the committee that the signature card needed to be updated to include the new Board chair (Suzie Terrell) and vice-chair (Jay Batt). Madlyn Bagneris made a motion to update the bank card. Melissa Steiner seconded the motion and it was unanimously approved.

X. Old Business – There was no old business.

XI. New Business – There was no new business.

XII. Adjournment – Suzie Terrell made a motion to adjourn. Madlyn Bagneris seconded the motion and the committee adjourned at 12:16pm.